

**MINUTES OF THE CITY COUNCIL MEETING  
OF THE CITY OF GLENN HEIGHTS, TEXAS**

**MAY 19, 2015**

**STATE OF TEXAS** \*  
**COUNTIES OF DALLAS AND ELLIS** \*  
**CITY OF GLENN HEIGHTS** \*

On the 19<sup>th</sup> day of May, 2015 the City Council of the City of Glenn Heights met in a regular meeting at the Glenn Heights City Hall in Glenn Heights, Texas located at 1938 S. Hampton Road with the following members present:

**CITY COUNCIL:**

Leon Tate	*	Mayor
Arleen Layne	*	Council Member
Tony Bradley	*	Council Member
Michael Jones	*	Mayor Pro Tem
Glenn George	*	Council Member

**STAFF:**

Aretha Ferrell-Benavides	*	Interim City Manager
Othel Murphree	*	City Secretary
Mari Corbitt	*	Assistant City Secretary
Phillip Prasifka	*	Chief of Police
Michael Aguilera	*	Director of Finance
Eddie Burns, Sr.	*	Fire Chief
Kacye Harvey	*	Human Resources Administrator
Jeremy Tennant	*	Senior Planner
Larry Pennington	*	Utilities Superintendent
Nery Pena	*	Utility Billing Supervisor
Kemi Osoba	*	Executive Assistant to the City Manager

**CONSULTANTS:**

Julie Doshier	*	City Attorney's Office
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<b>ABSENT:</b> Kathy Dixon	*	Council Member
Elizabeth Cox	*	Council Member

Mayor Tate called the meeting to order at 7:00 p.m.

**INVOCATION:** Pastor Ron Adams gave the invocation.

**PUBLIC COMMENT:** None

**PROCLAMATIONS:**       **Memorial Day**

**CONSENT AGENDA:** Items listed under the consent agenda, are considered routine and are generally enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

1. Consider and approve the Minutes of May 5, 2015.
2. Discuss and consider taking action on Ordinance O-02-15 repealing Ordinance O-15-10 and adopting a revised Conservation and Drought Contingency Plan. (Second Reading)

Councilman Bradley moved to approve the Minutes of May 5, 2015 and Ordinance O-02-15. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE:**        4        **Ayes** – Layne, Bradley, Jones, and George  
                  1        **Nay** - Tate

## **AGENDA**

### **EXECUTIVE SESSION and RESULTING ACTION:**

3. The City Council shall convene into executive session pursuant to the Texas Government Code:
  - a. Section 551.074(a)(1) to deliberate the appointment, compensation, employment, evaluation, reassignment, and duties of the Interim City Manager.
  - b. Reconvene and consider any Official Action as a result of the Executive Session.

Mayor Pro Tem Jones moved to convene into executive session pursuant to the Texas Government Code, Section 551.074(a)(1). Councilman Bradley made the second. The motion carried with the following vote:

**VOTE:**        5        **Ayes** – Layne, Bradley, Tate, Jones, and George

The City Council convened into an executive session at 7:08 p.m.

Councilman Bradley moved to come out of the Executive Session. Mayor Pro Tem Jones made the second. The motion carried with the following vote:

**VOTE:**        5        **Ayes** – Layne, Bradley, Tate, Jones, and George

- b. Reconvene and consider any Official Action as a result of the Executive Session.

Mayor Tate called the meeting back to order at 7:14 p.m.

Mayor Pro Tem Jones moved to approve the City Manager Employment Agreement as presented in Executive Session. Councilman Bradley made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Layne, Bradley, Tate, Jones, and George**

**NEW BUSINESS:**

**4. Introduction of new staff members.**

City Manager, Aretha Ferrell-Benavides introduced new staff members:

- David Hall-Managing Director of Planning & Economic Development
- Lauren Gray-Community Engagement Coordinator
- Kemi Osoba-Executive Assistant to the City Manager
- Mari Corbitt-Assistant City Secretary
- Nery Pena-Utility Billing Supervisor

**5. Discuss and consider taking action to commit unassigned fund balance for future capital needs in the General Fund. (Requested by Councilwoman Cox)**

This item was not discussed.

**6. Discuss and consider taking action on a Summer Intern Employment Program.**

Human Resources Administrator, Kacye Harvey briefed the Council on the Summer Intern Employment Program.

Mayor Tate requested that the end result objectives be identified.

Councilman Bradley requested that incentives for the program be considered.

Mayor Pro Tem Jones moved to approve the Summer Intern Employment Program with changes. Mayor Tate made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Layne, Bradley, Tate, Jones, and George**

**7. Discussion on Financial Policies**

- a. Financial Policy
- b. Purchasing
- c. Comprehensive Fund Balance Policy

This item was not discussed.

**8. Discussion on Potential Charter Changes. (Requested by Councilwoman Cox)**

This item was not discussed.

9. Discuss and consider taking action on Council attendance. (Requested by Councilwoman Layne)

The Council had a brief discussion on Council attendance and the procedure stated in the City Charter Section 2.04. The discussion also included the proposed changes to the Decorum Ordinance, O-27-12. Mayor Tate asked for a volunteer to review the issue and report back to the Council. Councilman Bradley volunteered.

Mayor Tate moved to postpone this item to the next meeting. Councilwoman Layne made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Layne, Bradley, Tate, Jones, and George**

10. Discuss Special Meeting Notification Process in December. (Requested by Mayor Tate.)

Mayor Tate briefed the Council in Special Meeting Notification Process in December.

**PRESENTATIONS AND REPORTS:**

11. April 2015 Financial Reports

Director of Finance, Michael Aguilera briefed the council on the following April 2015 Financial Reports:

- Summary of General Fund Revenues and Sales Tax Comparison
- Summary of Water and Sewer Fund Revenues and Expenditures
- Summary of Drainage Fund Revenues and Expenditures
- Summary of Other Funds Revenues and Expenditures
- April 2015 Cash and Investment Report
- April 2015 Overtime Report
- April 2015 Check Register

12. Update on S. Uhl Road and S. Hampton Road Improvements.

This item was not discussed.

13. Development Regulation Variance Board Results from May 11<sup>th</sup> Meeting

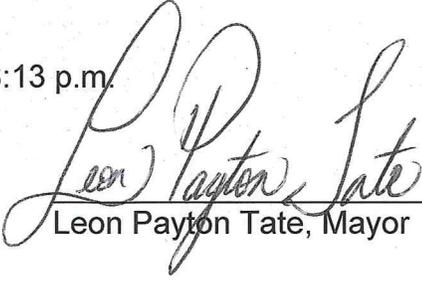
This item was not discussed.

**ADJOURNMENT**

Mayor Tate moved to adjourn. Councilwoman Layne made the second. The motion carried with the following vote:

**VOTE: 5 Ayes – Layne, Bradley, Tate, Jones, and George**

Mayor Tate adjourned the meeting at 8:13 p.m.

  
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Leon Payton Tate, Mayor

Attest:

  
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Marisela Corbitt, Assistant City Secretary

**Passed and approved the 2nd day of June, 2015.**